






AP VOUCHER DATES




Invoice Information **Payments** **Voucher Attributes**

Business Unit: 00080 Invoice Number:
Voucher ID: NEXT Invoice Date: 
Voucher Style: Regular

Copy from a Source Document

PO Unit:  Purchase Order:  **Copy PO** Worksheet Copy Option:



Vendor: 
Name: 
Location:
Address: [Advanced Vendor Search](#)



'Pay Terms:
Control Group: 
Accounting Date: 
'Currency: 
Total: **Calculate**

Basis Dt Type: Inv Date
[Comments](#)
[Non Merchandise Summary](#)

Packing Slip:

Invoice Lines

Line	Received Date	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	<input type="text"/> 	Amount	<input type="text"/> 	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.000

Ship To:  SpeedChart: 

☐ Use One Asset ID **Calculate**

IMPORTANCE OF DATES

- Unless prior arrangements are made, a vendor payment is scheduled approximately 35 days after the **invoice date**.
- Late payment interest is calculated using the later of **receipt date** or **invoice date**.

INVOICE DATE

- The **invoice date** entered should be the date that is on the original vendor invoice, **not** the date when the invoice is received in the office, **not** the date you enter it in the system.
- To avoid possible disputes, for your records, stamp on the back of the invoice the date it was received in your office.

ACCOUNTING DATE

- Defaults to the current date, which is the date the invoice is entered in the system. This is correct.
- Must be in an open accounting period.
- This date is used for accounting entries only; it does not affect payment dates or interest calculations.

RECEIVED DATE – VERY IMPORTANT!

- Late payment penalties are calculated based on the **LATER** of **invoice date** or **receipt date**, thereby making this date vital to the transaction.
- If a purchase through ePro, this date is entered by the AP Receiver when product is verified.
- If not an ePro purchase, enter in voucher field as shown in this presentation.

EXAMPLES OF RECEIVED DATE

- Registration to a conference is paid by employee from an invoice; reimbursement not requested until 3 months later.
 - In this case, the received date would be the date of the conference; however, the invoice date would be the date the employee submitted it to the office, as the payment is actually to the employee.
 - **Result – if processed timely, no interest paid.**

RECEIVED DATE, CONTINUED

- A invoice for an annual professional membership fee is received. The year began 2 months ago and the invoice is dated 2 months ago.
 - The total service will not be completed until the end of the membership year. The **received date** should be 10 months in the future.
 - Since payments are based only on **invoice date**, the invoice will be paid as soon as all approval processes are complete; however, no interest will be added as the **received date** is in the future.

RECEIVED DATE, CONTINUED

- An invoice is received for a service rendered during the month – professional services and utilities are examples.
- The **received date** should be the last day the service was provided or, if not specified, the last day of the month.

ENTRY ERROR RESULTED IN INTEREST PAID?

- Contact the vendor who received the interest payment and ask for a refund of the interest.
 - Most vendors with repetitive business with the state will cooperate with your request.
 - FYI – in the case of interest paid from a federal grant, the interest is automatically charged to the related state funding source.